

How to request a Zero Dollar Trip or a trip for insurance purposes only.

Go to the New button and click Start a Request.

The screenshot displays the ASU Concur user interface. At the top, a navigation bar includes the Concur logo and menu items: Requests, Travel, Expense, Approvals, and App Center. A user profile dropdown is visible on the right, showing the name 'Hello, Kristin'. A green arrow points to a '+ New' button. To the right of this button are four summary cards: '08 Required Approvals', '01 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. Below the navigation bar is a 'TRIP SEARCH' section. On the left, there are icons for different travel modes (airplane, car, train, bus) and a search form with fields for 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station), along with a 'Search' button. On the right, there is a 'COMPANY NOTES' section with a 'Welcome to My ASU TRIP!' message and a 'MY TASKS' section with three cards: '08 Required Approvals', '00 Available Expenses', and '00 Open Reports', each with a right-pointing arrow.



Hello, Kristin

+
New

05
Required Approvals

02
Authorization Requests

00
Available Expenses

00
Open Reports

TRIP SEARCH

Please select your preferred departure and return flight times from the drop down menus provided below. The tool will automatically search for flight options within +/- 4 hours of your selected preferred times. You may expand this +/- window to increase your flight search results.

Your 4-digit Request ID will be required to complete your purchase at the end of the booking.

Air/Rail Search

Round Trip One Way Multi-Segment

Departure City

[Find an airport](#) | [Select multiple airports](#)

Arrival City

[Find an airport](#) | [Select multiple airports](#)

Search

Show More

ALERTS

Arizona State University/The AZ Board

You haven't signed up to receive e-receipts. [Sign up here](#)

- Start a Request
- Start a Report
- Enter New Reservation
- Upload Receipts

Pro to all employees. [Activate Subscription](#) [No thanks](#)

COMPANY NOTES

Welcome to My ASU TRIP!

Questions? Review [travel help guides](#) or contact the ASU Travel Service Center for assistance at 1-480-965-3111 or myasutrip@asu.edu.

Important Notes for Travelers and Trip Arrangers:

Prior to making any online travel reservations, please make certain that your first, middle, and last names shown in your traveler profile are identical to those on the photo identification that you will be presenting at the airport.

[Read more](#)

MY TASKS

05 Required Approvals →

00 Available Expenses →

00 Open Reports →

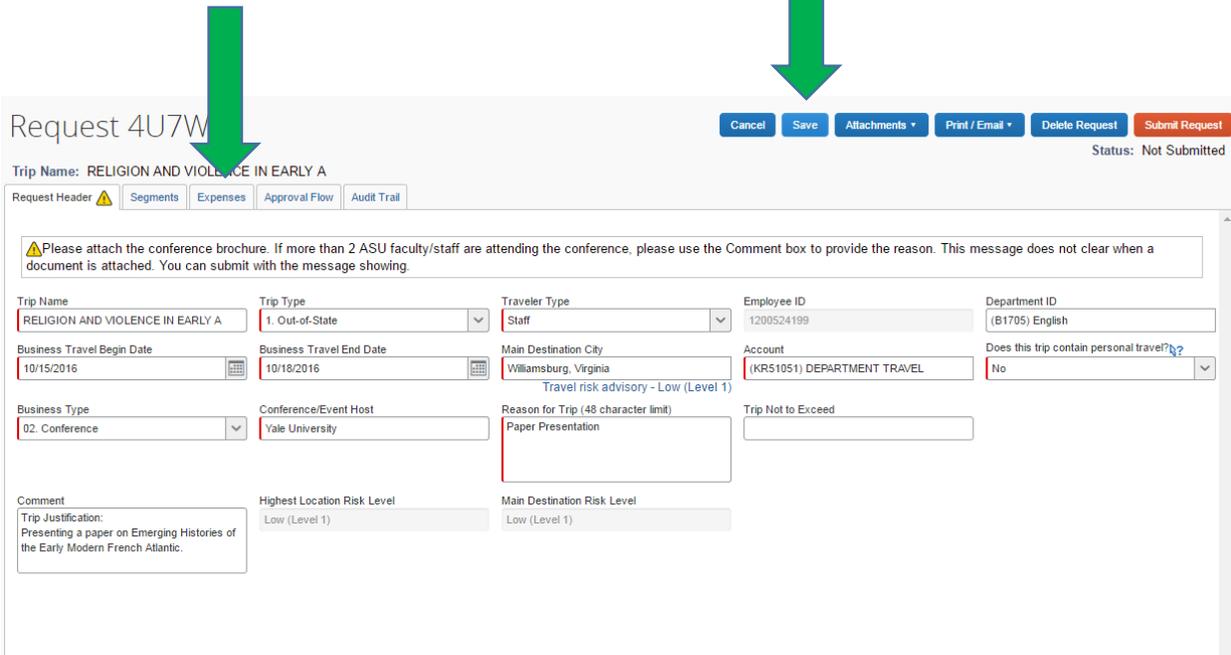
Fill out everything highlighted in red. Use the Comment box to write the Travel Justification. It should be 2-3 sentences detailing the benefit of this trip to yourself and ASU.

The screenshot shows the Concur Expense Request form. The browser address bar displays <https://www.concursolutions.com/Expense/Request/default.asp>. The navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The main header shows 'Manage Requests', 'New Request', and 'Quick Search'. The form title is 'Request' with a status of 'Not Submitted'. The form is divided into sections: 'Request Header', 'Segments', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Request Header' section contains the following fields:

Trip Name	Trip Type	Traveler Type	Business Travel Begin Date	Business Travel End Date
Man Destination City	Account	SubOrg	Function	Does this trip contain personal travel?
Business Type	Conference/Event Host	Reason for Trip (48 character limit)	Trip Not to Exceed	
Comment	Highest Location Risk Level	Main Destination Risk Level		

Red highlights are present on the Trip Name, Trip Type, Traveler Type, Business Travel Begin Date, Business Travel End Date, Man Destination City, Account, SubOrg, Function, Does this trip contain personal travel?, Business Type, Conference/Event Host, Reason for Trip (48 character limit), Trip Not to Exceed, and Comment fields. The risk level dropdowns are currently set to 'No Risk (Level 0)'.

Once filled out press Save and go to the Expense Tab.



Request 4U7W

Cancel Save Attachments Print / Email Delete Request Submit Request

Trip Name: RELIGION AND VIOLENCE IN EARLY A Status: Not Submitted

Request Header Segments Expenses Approval Flow Audit Trail

⚠ Please attach the conference brochure. If more than 2 ASU faculty/staff are attending the conference, please use the Comment box to provide the reason. This message does not clear when a document is attached. You can submit with the message showing.

Trip Name	Trip Type	Traveler Type	Employee ID	Department ID
RELIGION AND VIOLENCE IN EARLY A	1. Out-of-State	Staff	1200524199	(B1705) English
Business Travel Begin Date	Business Travel End Date	Main Destination City	Account	Does this trip contain personal travel?
10/15/2016	10/18/2016	Williamsburg, Virginia	(KR51051) DEPARTMENT TRAVEL	No
Business Type	Conference/Event Host	Reason for Trip (48 character limit)	Trip Not to Exceed	
02. Conference	Yale University	Paper Presentation		
Comment	Highest Location Risk Level	Main Destination Risk Level		
Trip Justification: Presenting a paper on Emerging Histories of the Early Modern French Atlantic.	Low (Level 1)	Low (Level 1)		

Locate the Zero Dollar Trip on the far right side under 07. Misc Travel Expense.

Request 4U7W Attachments • Print / Email • Delete Request Submit Request
Status: Not Submitted

Trip Name: RELIGION AND VIOLENCE IN EARLY A

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
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Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Airfare	06. Fees	07. Misc Travel Expense
Airline Fees	Credit Card Fees	Conference Registration
02. Lodging	Currency Exchange Fees	Entrance Fees (Study Abroad Use Only)
Other Accommodations	Passport/Visa Fees	Immunizations
03. Car Rental		International Medical Insurance
Rental Car Fuel		International Phone
04. Other Transportation		Internet Fees
Charter Bus		Miscellaneous
Mileage		Parking
Public Transportation		Service Providers (Study Abroad Use Only)
05. Meals		Tips/Gratuities
Business Meal		Zero Dollar Trip
Business Meal (> 9 Attendees)		08. Office & General Expense
Daily Allowances		Books & Reference Materials
Non-Standard Meal Allowance		



Click the Zero Dollar Trip button and press Save on the bottom right corner.

CONCUR Requests Travel Expense Approvals App Center Help Profile

Manage Requests New Request Quick Search

Request 4U7W

Attachments Print / Email Delete Request Submit Request Status: Not Submitted

Trip Name: RELIGION AND VIOLENCE IN EARLY A

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Deletes

Date	Expense Type	Amount	Requested
------	--------------	--------	-----------

Expense Type: Zero Dollar Trip Transaction Date: 10/15/2016

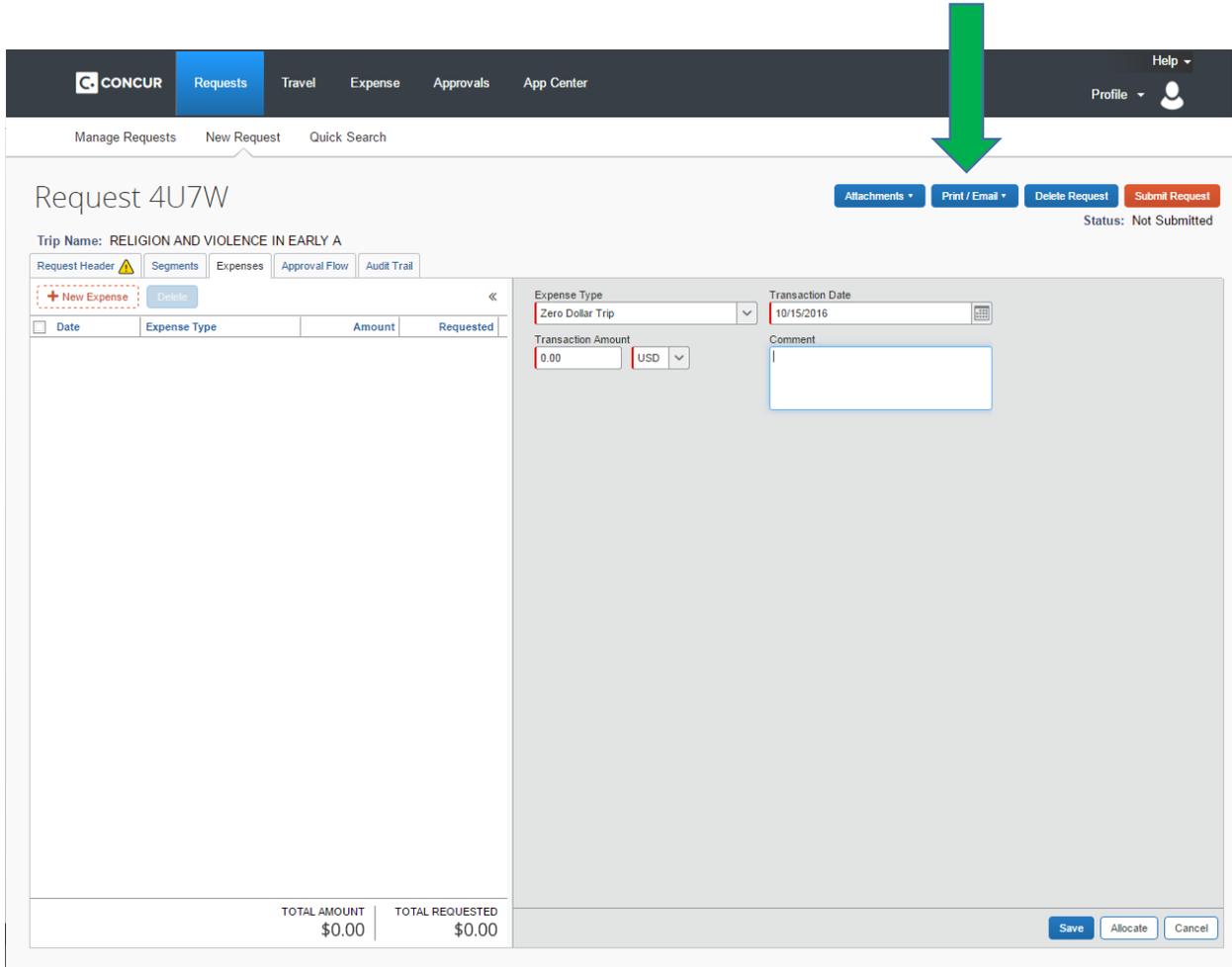
Transaction Amount: 0.00 USD Comment:

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00

Save Allocate Cancel



Go to the top of the page and click the Print/Email button. This button should generate a Trip Request Report.



The screenshot displays the Concur web application interface. At the top, a dark navigation bar contains the Concur logo and menu items: Requests, Travel, Expense, Approvals, and App Center. On the right side of this bar, there are links for Help, Profile, and a user icon. Below the navigation bar, a secondary bar includes 'Manage Requests', 'New Request', and 'Quick Search'. The main content area is titled 'Request 4U7W' and shows the trip name 'RELIGION AND VIOLENCE IN EARLY A'. The status is 'Not Submitted'. A green arrow points to the 'Print / Email' button in the top right corner of the request details area. The interface includes a table for expenses, a form for transaction details (Expense Type: Zero Dollar Trip, Transaction Date: 10/15/2016, Transaction Amount: 0.00 USD), and a comment field. At the bottom, there are buttons for Save, Allocate, and Cancel, and a summary table showing 'TOTAL AMOUNT \$0.00' and 'TOTAL REQUESTED \$0.00'.

Request 4U7W

Attachments Print / Email Delete Request Submit Request

Status: Not Submitted

Trip Name: RELIGION AND VIOLENCE IN EARLY A

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
------	--------------	--------	-----------

Expense Type: Zero Dollar Trip Transaction Date: 10/15/2016

Transaction Amount: 0.00 USD Comment:

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Allocate Cancel

Once the Trip Request Report has opened, click the Email button located on the top right side.



Email your trip to plans@concur.com.

[PDF](#) [Email](#) [Print](#) [C](#)

Trip Request Report

Request ID: **4U7W**
Name: **RELIGION AND VIOLENCE IN EARLY A**

List of Request Exceptions

Message

the conference brochure. If more than 2 ASU faculty/staff are attending the conference, please use the Comment box to provide the reason. This message does not clear when a document is attached. You can submit with the message showing.

User Name: **Rondeau-Guardiola, Kristin E.**
Email Address: **kristin.rondeau@asu.edu**

Sender Name: **Rondeau-Guardiola, Kristin E.**
Email Address: **kristin.rondeau@asu.edu**
Country of Residence: **UNITED STATES**

Start Date: **10/15/2016**
End Date: **10/18/2016**
Request Policy: **ASU Request Policy**
Reason for Trip: **Paper Presentation**
Comment: **Rondeau-Guardiola, Kristin E. (08/31/2016): Trip Justification: Presenting a paper on Emerging Histories of the Early Modern French Atlantic.**

Printed on 08/31/2016 07:50 AM